



## Ad Hoc Rural Carrier Academy Instructor

**Vacancy Announcement Number:**

**Issue Date:** 3/26/2021

**Closing Date:** 4/09/2021

**LOCATION (Vacancy Office):**

Hickory Post Office

231 Government Ave. SW

Hickory, Nc 28602- 2958

**TITLE:** Ad Hoc Rural Academy Instructor

**GRADE:** N/A

**FLSA DESIGNATION:** N/A

**OCCUPATION CODE:** N/A

**NON-SCHEDULED DAYS:** Varies

**HOURS:** 0800-1650

**SALARY RANGE:** N/A

**FINANCE NUMBER Charged:** 36-3197 Greensboro District

**PERSONS ELIGIBLE TO APPLY:** Any career status Rural Carrier/Tech within local commute (50 MILES) of the vacancy office, who have one year of continuous Rural Carrier experience and who currently hold a Rural Carrier/Tech duty assignment are eligible.

**FUNCTIONAL PURPOSE:** Teach new Rural Carriers the knowledge and skills to perform Rural Carrier duties. Facilitate two days of classroom instruction, usually Wed-Thu, 0800-1650. Classes are scheduled as needed. The selected employee will attend the ***Facilitator Skills Training (FST)*** to be certified as an instructor, prior to being used as an Ad Hoc Instructor. Selected employees will also perform as Rural Carrier ***On-the-Job Trainers***. Any changes in schedule will be considered voluntary and not subject to out-of-schedule premium or overtime.

**REQUIREMENTS:** This section contains the four (4) Knowledge, Skills, and Abilities (KSAs) required to perform the tasks in the position. Applicants must demonstrate they possess a sufficient level of each KSA to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal.

1. Ability and skill performing Rural Carrier office and street duties.
2. Ability to communicate orally to conduct training. Ability to instruct, including any past presentation or teaching skills that are of significant benefit.
3. Knowledge of USPS delivery operations.
4. Ability to work without immediate supervision, including the ability to maintain records.

**SPECIAL INSTRUCTIONS:** Use a blank sheet of paper and write a **Letter of Interest**. Include your name, home and work addresses, present position, years of service, and name of vacancy office. Be sure to sign and date your **Letter of Interest**. Address the four **Requirements** listed above and attach them to your **Letter of Interest**.

**MAIL TO:**

Mgr. Learning Development and Diversity

Greensboro District Office

PO Box 27499

Greensboro, NC 27498-9431

**Applications must be received by: 4/9/2021**